

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL ACQUISITION SERVICE (FAS)
ASSISTED ACQUISITION SERVICES (AAS)
INTERAGENCY AGREEMENT**

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| PART B – Requirements & Funding Information |
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B.1. Purpose

This Part of the IA (hereinafter "Part B") serves as or supplements the funding document received. It provides specific information on the requirements of [\[insert the name of agency/organization with a requirement\]](#), hereinafter "the Requesting Agency" sufficient to demonstrate a bona fide need and identifies funds associated with the requirement to allow GSA/FAS/AAS, hereinafter "the Servicing Agency," to provide acquisition assistance and conduct an interagency acquisition.

B.2. Authority

The parties' authority to enter into this interagency agreement is (check applicable box):

- ☒ Revolving Fund (40 USC § 321)
Identify specific statutory authority: The Servicing Agency's authority for this IA is derived from 40 U.S.C §§ 501-502 (for personal property and non-personal services), 40 USC § 11314 (for some aspects of information technology), 40 USC 11302(e) (OMB's executive agent designation) and/or the Acquisition Services Fund, 40 USC § 321. These statutory authorities are independent of the Economy Act and therefore, the Economy Act does not apply to this agreement
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B.3. Part B Identifier

Number: _____

Part B Amendment Number: B-_____ ([insert N/A for original](#))

Purpose of Amendment: ([insert N/A for original](#))

B.4. General Terms & Conditions

Activities undertaken pursuant to this document are subject to the general terms and conditions set forth in Part A, IA Number: [\[insert IA number found in section 3 of Part A\]](#). Part A is located at (check applicable box):

☐ [\[insert location\]](#)

☐ Attached

B.5. Project Title

[insert name of Requesting Agency's project]

B.6. Description of Products or Services / Bona Fide Need

This section describes the goods or services that will be acquired from a contractor by the Servicing Agency on behalf of the Requesting Agency under this IA.

[Include a specific, definite, and clear description that demonstrates a bona fide need and supports a binding agreement that can be recorded as an obligation in the fiscal year that the funds are available for obligation. See IA instructions for further information.]

If the goods and/or services to be acquired are described in an attachment, check the box below and describe the attachment.

☐ Description of goods or services is attached. [insert brief description of attachment]

B.7. Projected Milestones

Examples (these will need to be updated as the project progresses):

| Event | Estimated Completion Date |
|---------------------------------------|----------------------------------|
| Requirements Documents Finalized | |
| Complete Acquisition Plan | |
| Issue Task Order Request/Solicitation | |
| Complete Proposal Evaluations | |
| Contract/Order Award | |
| Task Order Start | |
| Task Order Completion | |
| Others deliverables, as needed | |
| | |
| | |

B.8. Billing and Payment

The Servicing Agency will pay contractor invoices from amounts identified in section 13 on a reimbursable basis. The Servicing Agency will present an itemized statement to the Requesting Agency for reimbursement of incurred contract costs and assisted services support costs. The Requesting Agency will pay reimbursable billings to the Servicing Agency from funds identified in section 12. See section 7 of Part A for additional terms and conditions addressing billing and payment.

B.9. Description of Acquisition Assistance

The Servicing Agency will provide the following services to the Requesting Agency.

The Servicing Agency will provide full life cycle acquisition and project management support to the Requesting Agency. These services shall include acquisition planning, contract execution, contract administration, and project management support.

Specific Roles and Responsibilities for the Servicing Agency and the Requesting Agency are delineated in Part A, Section A.6.

B.10. Fees

Services charges will be determined as follows:

The Requesting Agency will reimburse the Servicing Agency for the costs of supplies/services provided under this IA. Costs of supplies/services include the amounts due the contractor under the task/delivery/purchase order plus any applicable charges for recovery of the Servicing Agency's costs of doing business on behalf of the Requesting Agency. Servicing Agency services are non-severable. Assisted services provided under this Part B will be reimbursed on the following basis:

- ☐ Surcharge in the amount of ____ percent of amount(s) obligated on contract
- ☐ Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked)
- ☐ Actual Servicing Agency Labor Hours (billed at the hourly rates in effect at the time the hours are worked) plus transaction fee for amounts obligated on contract
- ☐ Fixed Price
- ☐ Other (describe here)

The annual estimated cost for AAS support (AAS labor and fees) for this Part B is \$_____. This cost estimate is based on the best information available at this time. As better information becomes available, or should unforeseen circumstances arise, it may be necessary to modify these estimates.

B.11. Obligation Information

Servicing Agency and Requesting Agency shall complete the table below.

| Common Agreement Number | Requirement | Type of Requirement (Flowthrough) (Severable Service / Non-severable) | Type of AAS Requirement (AAS labor/fees) |
|-------------------------|-------------|--|--|
| | | | |

| | | | |
|------------------|--|----------|---------------|
| | | service) | |
| Insert IA Number | | | Non-severable |

Funding Summary

| Previous IA Funding | Current IA Funding | Total IA Part B Funding |
|---------------------|--------------------|-------------------------|
| \$ | \$ | \$ 0.00 |

B.12. Requesting Agency Funding Information

The Requesting Agency's Certifying Official shall complete the table & certification.
(use continuation page if additional blocks are needed)

| | |
|---|---|
| Basic appropriation symbol (Treasury account symbol) | Treasury FASTBOOK |
| Amount obligated (contract costs plus assisting agency's service fee) | \$ |
| Fund citation (line of accounting) | In addition to LOA, also include MIPR number in this field |
| Appropriation expiration date | Make sure this field includes appropriation expiration date, First FY available, FY of Funds, and Type of Funding (one year, multi-year, no year) |
| Unique restrictions on funding (if any) | |
| Business event type code | DISB (Treasury BETC info Treasury TAS Info) |
| Agency location code (8-digit) for IPAC | |
| DUNS/BPN number (Business Partner Network or BPN #) | Dun and Bradstreet DUNS Locator |
| Funding agency code | |
| Funding office code | |
| Billing Office Address | If Different from Financial POC address in B.17. |

| Requesting Agency Funds Certifying Official | |
|--|---------|
| I certify that the funds cited above are properly chargeable for the purposes set forth in paragraphs B.4 and B.11 of this IA. | |
| Signature: | Date |
| Printed Name: | |
| Title: | Agency: |

B.13. Servicing Agency Funding Information

The Servicing Agency shall complete the table below.

| | |
|--|--|
| Basic appropriation symbol (Treasury account symbol) | |
| Fund citation (line of accounting) | |
| Business event type code | |
| Agency Location Code (8-digit) for IPAC | |
| DUNS/BPN number | |

| Servicing Agency Funds Certifying Official | |
|--|---------|
| Signature: | Date |
| Printed Name: | |
| Title: | Agency: |

B.14. Description of Requesting-Agency Unique Restrictions

This section identifies unique restrictions applicable to the Requesting Agency regarding acquisition, other than funding. [\[insert description e.g., the Berry Amendment\]](#)
Note: unique restrictions on funding should be identified in paragraph B.12.

B.15. Small Business Credit

The Servicing Agency shall use the following FIPS 95-2 Code to identify the Requesting Agency in FPDS: [\[the Requesting Agency should insert the lowest FIPS 95-2 Agency/Bureau component\]](#). Note: If the code is not provided, the Servicing Agency will allocate the credit to the highest Requesting Agency FIPS 95-2 Code.

B.16. Amendments

Any amendments to the terms and conditions in Part B shall be made in writing and signed by both the Servicing Agency and the Requesting Agency.

B.17. Contact Information

| Servicing Agency Program Office POC | Requesting Agency Program Office POC |
|-------------------------------------|--------------------------------------|
| Name: | Name: |
| Address: GSA/FAS/AAS | Address: |
| Email: | Email: |
| Phone/Fax: | Phone/Fax: |

| | |
|---|--|
| Servicing Agency Financial POC | Requesting Agency Financial POC |
| Name: | Name: |
| Address: GSA/FAS | Address: |
| Email: | Email: |
| Phone/Fax: | Phone/Fax: |
| Servicing Agency Project Manager | |
| Name: | |
| Address: GSA/FAS/AAS | |
| Email: | |
| Phone/Fax: | |

B.18. Signatures

By signing this document, the Requesting Agency confirms that a bona fide need exists and that funds are for the designated purpose, meet time limitations, and are legally available for the acquisition described in this document; that all unique funding and procurement requirements, including all statutory and regulatory requirements applicable to the funding being provided, have been disclosed to Servicing Agency; and all internal reviews and approvals required prior to transferring funds to the Servicing Agency have been completed. The Servicing Agency's acceptance of this document creates an obligation on the part of the Requesting Agency.

| Requesting Agency Official | | Servicing Agency Official | |
|-----------------------------------|-------------|----------------------------------|-------------|
| Signature | Date | Signature | Date |
| Printed Name | | | |
| Title: | | Title: | |
| Agency: | | Agency: GSA/FAS/AAS | |